

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**HOUSING CODE COORDINATOR
BUILDING SAFETY DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory and enforcement work in the Housing Division of the Building Safety Department to ensure safe and sanitary housing for the residents of the City of Asheville and to complement the operations of the Building Safety Department. Employee reports to the Director of Building Safety.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs supervisory and enforcement activities related to housing inspections of the City's buildings and residences. Work involves supervising technical and administrative staff to ensure compliance with the Minimum Housing Code, the North Carolina General Statutes pertaining to unsafe buildings and substandard houses, and Building Code provisions; scheduling mandatory inspections of rental properties, motels, and hotels; coordinating activities with appropriate trade(s) inspectors/supervisors, plans reviewers, and non-profit housing agencies regarding displaced tenants; and administering housing repair and demolition hearings. Employee is responsible for gathering documentation and information to support and justify enforcement action; resolving housing code disputes and appeals; ensuring compliance with pertinent housing codes; explaining minimum housing code regulations to various officials, agencies and the general public; and responding to complaints regarding potential housing code violations. Employee is also responsible for maintaining up-to-date knowledge of building and housing codes as they relate to housing inspections. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in contact with public officials and the general public. Work is performed under the general supervision of the Director of Building Safety and is evaluated through conferences, reports, observation and the effectiveness of the City's housing inspection program.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assigns, directs and supervises the activities of the division's technical and clerical staff, ensuring adherence to established policies, procedures and standards.

Establishes and implements department policies and procedures as they relate to housing codes; formulates and implements the division policies and procedures; directs the planning, preparation and implementation of the division budget.

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Schedules mandatory inspections of all rental property according to City ordinances; schedules mandatory inspections of motels and hotels; assists with initial and follow-up inspections as necessary.

Coordinates inspection program with and trains third-party inspectors; coordinates re-inspections with appropriate trade(s) inspectors or supervisors; works with various non-profit housing agencies to assist displaced tenants.

Receives, investigates and informs property owners and contractors of code violations, preparing and sending correspondence as necessary; prepares documentation concerning code violations, as necessary; tracks all complaints and follows up with the appropriate code inspector, providing progress reports to the Housing and Community Development Committee and City Council; responds to housing code disputes and appeals, and to routine questions regarding the minimum housing code; reports all complaints and demolition properties to the appropriate agencies; receives and investigates complaints received regarding unsafe or substandard buildings or residences, observing violations and taking the necessary corrective action.

Researches, tracks and obtains data related to minimum housing code enforcement logs and activities; to past housing inspection activities; and to property titles, tax values, repair estimates and non-salvageable items.

Publishes notices in local media, informing the public of hearings and findings of fact; participates in community and civic meetings to foster citizen involvement in the housing program to ensure availability of adequate, safe and sanitary housing; administers housing repair and demolition hearings.

Obtains contracts for demolition bids.

Collects fees for housing; tracks deadlines specified in hearing procedures to ensure necessary corrections have been performed; imposes fines as necessary or proceeds to advise removal of unsafe structure from property.

Operates various office and computer equipment to generate a variety of records, forms and reports related to housing inspections, including reports related to the status of housing code enforcement activities; maintains adequate supply of forms necessary to execute the functions of the division.

Attends seminars, conferences, workshops, classes, lectures, re-certification tests, etc., as appropriate, and reviews professional journals and other documents to enhance and maintain knowledge of trends and developments in the field of housing inspections; reviews and studies building and housing code regulations to stay informed of changes in housing codes and ordinances.

Responds to inquiries from a variety of officials, agencies and the general public regarding housing code compliance; explains correction notices to homeowners and property owners; confers with City Attorney, engineers, architects, contractors and the Risk Management Division of the General Administration Department on a routine basis; provides information to lawyers, citizens, the court and the Risk Management Division of the General Administration Department in claims cases; testifies in court as required.

Appears in court and attends hearings as required.

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ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of state and local ordinances and codes administered through the Building Safety Department.

Thorough knowledge of modern building and housing inspection practices related to the violations and defects observed and necessary corrective actions.

Thorough knowledge of the approved methods and practices involved in the inspection and demolition process.

Considerable knowledge of the geographical layout of the City.

Considerable knowledge of the principles and practices of supervision.

Skill in the use of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Skill in the operation of motor vehicles.

Ability to detect and locate defective workmanship, materials and/or equipment in the structure of buildings and residences.

Ability to supervise the inspection work of others.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to enforce housing codes and ordinances fairly and consistently.

Ability to prepare correspondence and reports in conjunction with code violation enforcement duties.

Ability to communicate effectively orally and in writing.

Ability to prepare and maintain a wide range of records and files.

Ability to maintain complete and accurate records of inspections conducted.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to develop effective housing code compliance programs.

Ability to prepare and present effective court testimony.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, the general public, etc.

Ability to physically maneuver on scaffolds, structural members and in cramped quarters to accomplish thorough inspections.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in business administration, engineering or a related field, and 6 years related experience, including experience in the field[s] of community development, planning, and/or construction, and in supervisory practices; and/or any equivalent combination of training and experience required to perform the essential position functions.

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SPECIAL REQUIREMENTS

Possession of an appropriate, valid driver's license issued by the State of North Carolina. Ability to obtain Standard inspection certificates issued by the State of North Carolina Code Officials Qualification Board: Level I Building within one year; Level I Plumbing, Electrical and Mechanical within two years (Probationary or Standard).

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Pay Grade 19
Exempt